

Notice of a Meeting

Safer & Stronger Communities Scrutiny Committee **Monday, 7 November 2011 at 10.00 am** **County Hall, Oxford, OX1 1ND**

Membership

Chairman - Councillor Lawrie Stratford
Deputy Chairman - Councillor Stewart Lilly

<i>Councillors:</i>	John Goddard	Susanna Pressel	Alan Thompson
	Alyas Ahmed	John Sanders	Carol Viney
	Anthony Gearing	Bill Service	

Notes:

Date of next meeting: 15 December 2011

What does this Committee review or scrutinise?


- Community safety; anti-social behaviour; crime and the fear of crime; fire and rescue; consumer protection; emergency planning; police issues; coroner's service; gypsies and travellers; drugs and alcohol awareness; road safety (police, trading standards, fire and rescue); adult learning (oversight of the adult learning service in provider mode); libraries; museums and heritage; the arts; archives; leisure and recreation; registration service; community cohesion; equalities and social inclusion; voluntary and community sector.
- The functions of the responsible authorities (local authorities, fire and rescue authorities, police authorities, the police, primary care trusts and the Probation Service) which comprise a Crime & Disorder Reduction Partnership/Community Safety Partnership.
- Those regulatory functions of the Planning & Regulation Committee not falling within the remit of the Growth & Infrastructure Scrutiny Committee.

How can I have my say?

We welcome the views of the community on any issues in relation to the responsibilities of this Committee. Members of the public may ask to speak on any item on the agenda or may suggest matters which they would like the Committee to look at. **Requests to speak must be submitted to the Committee Officer below no later than 9 am on the working day before the date of the meeting.**

For more information about this Committee please contact:

Chairman	-	Councillor Lawrie Stratford E.Mail: lawrie.stratford@oxfordshire.gov.uk
Committee Officer	-	Donna Mattfield, Tel: (01865) 328235 donna.mattfield@oxfordshire.gov.uk



Peter G. Clark
County Solicitor

October 2011

About the County Council

The Oxfordshire County Council is made up of 74 councillors who are democratically elected every four years. The Council provides a range of services to Oxfordshire's 630,000 residents. These include:

schools	social & health care	libraries and museums
the fire service	roads	trading standards
land use	transport planning	waste management

Each year the Council manages £0.9 billion of public money in providing these services. Most decisions are taken by a Cabinet of 9 Councillors, which makes decisions about service priorities and spending. Some decisions will now be delegated to individual members of the Cabinet.

About Scrutiny

Scrutiny is about:

- Providing a challenge to the Cabinet
- Examining how well the Cabinet and the Authority are performing
- Influencing the Cabinet on decisions that affect local people
- Helping the Cabinet to develop Council policies
- Representing the community in Council decision making
- Promoting joined up working across the authority's work and with partners

Scrutiny is NOT about:

- Making day to day service decisions
- Investigating individual complaints.

What does this Committee do?

The Committee meets up to 6 times a year or more. It develops a work programme, which lists the issues it plans to investigate. These investigations can include whole committee investigations undertaken during the meeting, or reviews by a panel of members doing research and talking to lots of people outside of the meeting. Once an investigation is completed the Committee provides its advice to the Cabinet, the full Council or other scrutiny committees. Meetings are open to the public and all reports are available to the public unless exempt or confidential, when the items would be considered in closed session

If you have any special requirements (such as a large print version of these papers or special access facilities) please contact the officer named on the front page, giving as much notice as possible before the meeting

A hearing loop is available at County Hall.

AGENDA

1. **Apologies for Absence and Temporary Appointments**
2. **Declarations of Interest - see guidance note on the back page**
3. **Minutes** (Pages 1 - 8)

To approve the Minutes of the meeting held on Monday 5 September 2011 (**SSC3**) and to receive information arising from them.

4. **Speaking to or petitioning the Committee**
5. **Director's Update**

10.25

The Chief Fire Officer & Head of Strategy and Transformation, on behalf of the Director for Social & Community Services, will give verbal updates on key issues affecting their directorates

SCRUTINY MATTERS

6. **Update from Head of Adult Learning** (Pages 9 - 12)

10.45

Mike Bardsley, acting Head of Adult Learning, will present an update on developments in the service area of Adult Learning. This is an annual update and aims to highlight areas for future scrutiny by the committee.

The committee is asked to note the actions outlined in this report (**SSC6**).

7. **Trading Standards Report on Doorstep Crime** (Pages 13 - 36)

11.15

Richard Webb, Acting Head of Trading Standards, will present the key findings of the Doorstep Crime Team Annual Report 2010-2011 (**SSC7A** and **SSC7B**).

'Doorstep crime' has no formal definition but is applied to categorise a type of incident commonly reported to Trading Standards. Such incidents comprise of a range of practices, but commonly involve trade work solicited through cold calling, false claims for inflated fees and intimidation tactics. The victim is often an older person.

The Doorstep Crime Team Leader produces an annual report containing a summary of the work of the team and some trend analysis on the incidents.

The committee is invited to comment.

8. Oxfordshire Fire & Rescue Service Response Standards Performance 2010/11 (Pages 37 - 46)

11.35

Nigel Wilson, Area Manager and Operations and Resilience Manager Oxfordshire Fire & Rescue Service, presents the Fire & Rescue – Response Standards Performance Report 2010/11(**SSC8**).

Since April 2005 Oxfordshire Fire & Rescue Service has had local Response Standards for attending emergency incidents in the county. Cabinet approved these standards on 22 June 2006. The Chief Fire Officer is required to report annually on the Fire & Rescue Service's performance against these standards and bring forward any recommendations, as appropriate, for future improvements. This report fulfils that requirement.

Committee members are invited to provide observations for consideration at the delegated decision meeting scheduled for the afternoon of the 7th November

9. Fire & Rescue's Integrated Risk Management Plan for 2012-2013 (Pages 47 - 52)

12.05

Mat Carlile, Area Manager and Business & Improvement Manager Oxfordshire Fire and Rescue Service, will present the Integrated Risk Management Plan (IRMP) Oxfordshire Fire And Rescue Authority - Action Plan 2012-13 (**SSC9**).

The Fire and Rescue Services Act 2004 requires the Secretary of State to prepare a Fire and Rescue National Framework to which Fire Authorities must have regard when discharging their functions. The 2008-11 Framework requires each Fire and Rescue Authority to produce a publicly available IRMP. The report proposes a number of projects to be included within the Fire Authority's IRMP for the fiscal year 2012-13.

The proposals in the report were agreed in their entirety by the Delegated Cabinet Member for Safer and Stronger Communities, Councillor Judith Heathcoat, on 17th October 2011.

The agreed proposals will be adopted in the final version of the IRMP Action Plan 2012-13 subject to further consultation, scrutiny & cabinet approval. The committee is therefore invited to comment on the Action Plan.

BUSINESS PLANNING

10. Forward Plan

12.35

12.45 Close of Meeting

Declarations of Interest

This note briefly summarises the position on interests which you must declare at the meeting. Please refer to the Members' Code of Conduct in Part 9.1 of the Constitution for a fuller description.

The duty to declare ...

You must always declare any "personal interest" in a matter under consideration, i.e. where the matter affects (either positively or negatively):

- (i) any of the financial and other interests which you are required to notify for inclusion in the statutory Register of Members' Interests; or
- (ii) your own well-being or financial position or that of any member of your family or any person with whom you have a close association more than it would affect other people in the County.

Whose interests are included ...

"Member of your family" in (ii) above includes spouses and partners and other relatives' spouses and partners, and extends to the employment and investment interests of relatives and friends and their involvement in other bodies of various descriptions. For a full list of what "relative" covers, please see the Code of Conduct.

When and what to declare ...

The best time to make any declaration is under the agenda item "Declarations of Interest". Under the Code you must declare not later than at the start of the item concerned or (if different) as soon as the interest "becomes apparent".

In making a declaration you must state the nature of the interest.

Taking part if you have an interest ...

Having made a declaration you may still take part in the debate and vote on the matter unless your personal interest is also a "prejudicial" interest.

"Prejudicial" interests ...

A prejudicial interest is one which a member of the public knowing the relevant facts would think so significant as to be likely to affect your judgment of the public interest.

What to do if your interest is prejudicial ...

If you have a prejudicial interest in any matter under consideration, you may remain in the room but only for the purpose of making representations, answering questions or giving evidence relating to the matter under consideration, provided that the public are also allowed to attend the meeting for the same purpose, whether under a statutory right or otherwise.

Exceptions ...

There are a few circumstances where you may regard yourself as not having a prejudicial interest or may participate even though you may have one. These, together with other rules about participation in the case of a prejudicial interest, are set out in paragraphs 10 – 12 of the Code.

Seeking Advice ...

It is your responsibility to decide whether any of these provisions apply to you in particular circumstances, but you may wish to seek the advice of the Monitoring Officer before the meeting.